

Board of County Commissioners

Minutes of the Proceedings - Draft

Historic Courthouse
310 W 19th Street
Cheyenne, WY 82001



Tuesday, July 2, 2024

3:30 PM

Commissioners Board Room

Roll Call/Call to Order

Present: Chairman Brian Lovett, Vice Chairman Gunnar Malm, Commissioner Linda Heath, Commissioner K. N. Buck Holmes, Commissioner Troy Thompson

Minutes

1. Consideration of the Minutes of Proceedings for June 18, 2024.

[24 - 338](#)

Attachments: [Draft Minutes June 18, 2024](#)

A motion was made by Commissioner Thompson, seconded by Commissioner Heath, that this agenda item be approved. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

Consent Agenda

Approval of the Consent Agenda

A motion was made by Commissioner Thompson, seconded by Commissioner Holmes, to approve the Consent Agenda. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

2. Consideration of the ratification of an agreement between Laramie County, WY, and TC Solutions, LLC, to retain the services of contractor in the capacity of advisor and owner's representative regarding the investigation and equipment repairs to the Laramie County boilers located in the courthouse complex.

[24 - 328](#)

Attachments: [Agreement, TC Solutions, LLC](#)

Fee Schedule, TC Solutions, LLC, Confidential

This agenda item was approved.

3. Consideration of the ratification of an agreement between Laramie County, WY, and Legal Aid of Wyoming, Inc, to provide legal representation to individuals detained under the involuntary hospitalization process established pursuant to WS 25-10-101 et seq,

[24 - 330](#)

including participation in emergency detention and civil commitment hearings as scheduled. The agreement shall remain in full force and effect until June 30, 2025, and the county shall pay the contractor \$100 per hour to provide legal services as described in the agreement.

Attachments: [Agreement, Legal Aid of WY, Inc](#)

This agenda item was approved.

4. Consideration of the ratification of an addendum between Laramie County, WY, and Quality Electric in an amount not to exceed \$45,065 to modify agreement (240416-7) to complete the services as described in attachment A. [24 - 337](#)

Attachments: [Addendum, Quality Electric](#)

This agenda item was approved.

5. Consideration of an administrative services agreement between Laramie County, WY, and Blue Cross Blue Shield of WY. The agreement pertains to an employee welfare benefit plan maintained by the county as plan sponsor and plan administrator for the benefit of its participants and beneficiaries. [24 - 344](#)

Attachments: [Administrative Services Agreement, BCBS of WY](#)

This agenda item was approved.

6. Consideration of an agreement between Laramie County, WY, and EBenefits Solutions, LLC, to provide software solutions and related administrative services for employee benefits enrollment and administration. [24 - 357](#)

Attachments: [Agreement, EBenefits Solutions, LLC](#)

This agenda item was approved.

7. Consideration of a grant agreement between the WY Dept of Health, Public Health Division, and Laramie County, WY, for a grant award in the amount of \$915,892 to prevent the use, misuse, or abuse of tobacco, alcohol, or controlled substances, and activities designed to prevent suicide, expiring June 30, 2026. [24 - 352](#)

Attachments: [Prevention Grant Agreement, WDH](#)

This agenda item was approved.

8. Consideration of three separate agreements between Laramie County, WY, and Justin Richard George, Matthew Scott Koritnik and Kenneth Max West to provide advanced impaired driving detection training throughout the State of Wyoming under the DRE grant. [24 - 347](#)

Attachments: [Agreements, DRE Instructors](#)

This agenda item was approved.

9. Consideration of a contract between Laramie County, WY, and Rocky Mountain Derby Promotions in the amount of \$18,500 to provide the demolition derby at the Archer Complex. [24 - 355](#)

Attachments: [Contract, Rocky Mountain Derby Promotions](#)

This agenda item was approved.

10. Consideration of amendment one to the memorandum of understanding (240319-9) between the WY Livestock Board (funding agency) and Laramie County, WY, to increase the total dollar amount to \$30,000, to extend the term through June 30, 2026, and increase the hourly rate to \$65. [24 - 342](#)

Attachments: [Amendment One, WY Livestock Board](#)

This agenda item was approved.

11. Consideration of a catering permit submitted by DeLancey Enterprises, LLC, dba Hell on Wheels Package Liquors, for an event on Aug 3, 2024, at the Riata Ranch Event Center, 826 Arena Lane. [24 - 329](#)

Attachments: [24-hour Permit, Hell on Wheels Package Liquor, Aug 3, 2024](#)

This agenda item was approved.

12. Consideration of the following fees collected by various county entities for May 2024: County Clerk, \$122,011.03; Sheriff, \$81,184.76; Clerk of District Court, \$22,116.90; Shooting Sports, \$12,763.47; Planning & Development, \$117,596.04; Circuit Court, \$58,679.46; DUI Court, \$200.00; Drug Court, \$760.00. [24 - 339](#)

Attachments: [May Fees 2024](#)

This agenda item was approved.

13. Consideration of the following part-time salaries in the amount of \$53,870.71 for June 2024: Planning, \$616.69; Shooting Sports, \$7,038.03; Buildings/Maintenance, \$19,656.59; Sheriff Operations, \$5,790.60; Detention, \$18,454.80; Drug/DUI Courts, \$2,314.00. [24 - 340](#)

Attachments: [June Part-time Salaries 2024](#)

This agenda item was approved.

Warrants

Commissioner Thompson announced he had a conflict of interest with agenda item #14.

14. Consideration of warrants in the amount of \$4,753,382.13 for June 2024.

[24 - 341](#)

Attachments: [June Warrants 2024](#)

A motion was made by Vice Chairman Malm, seconded by Commissioner Holmes, that this agenda item be approved. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes

Recused: Thompson

Resolutions

15. Consideration of a resolution adopting the Cheyenne/Laramie County Emergency Operations Plan.

[24 - 354](#)

Attachments: 2024 Laramie County Emergency Operations Plan,
Confidential
[Resolutions, Agencies](#)
[Resolution, County](#)

A motion was made by Vice Chairman Malm, seconded by Commissioner Thompson, that this agenda item be approved. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

Grants

16. Consideration of a resolution authorizing the submittal and acceptance of a grant application to/from the US Dept of Transportation Federal Aviation Administration to fund the Cheyenne Regional Airport for the rehabilitation of the Air Traffic Control Tower in the amount of \$850,000.

[24 - 335](#)

Attachments: [FAA Grant Application, Air Traffic Control Tower](#)

A motion was made by Commissioner Thompson, seconded by Commissioner Holmes, that this agenda item be approved. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

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17. Consideration of a subgrantee agreement between Laramie County, WY, and the Cheyenne Regional Medical Center to provide Gambling Prevention Funds in the amount of \$72,098.82 for community gambling prevention and treatment services to run through Dec 31, 2025. [24 - 334](#)

Attachments: [Subgrantee Agreement, CRMC, Gambling Prevention Funds](#)

A motion was made by Commissioner Holmes, seconded by Commissioner Thompson, that this agenda item be approved. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

18. Consideration of an agreement between Laramie County, WY, and Iowa Farm Equipment in an amount not to exceed \$110,000 to purchase a powered soil stabilizer mill attachment for Public Works. [24 - 336](#)

Attachments: [Agreement, Iowa Farm Equipment](#)

A motion was made by Commissioner Thompson, seconded by Vice Chairman Malm, that this agenda item be approved. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

19. Consideration of an agreement between Laramie County, WY, and Great Western Installation in an amount not to exceed \$131,780.71 to provide and install inclusive playground surface and equipment at the Archer Complex. [24 - 333](#)

Attachments: [Agreement, Great Western Installations](#)

A motion was made by Commissioner Thompson, seconded by Commissioner Heath, that this agenda item be approved. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

Contract/Agreement/Leases

20. Consideration of an addendum to the Converus End User License Agreement, and the EyeDetect subscription software addendum between Laramie County, WY, and Converus, Inc, in an amount not exceed \$28,800 to provide EyeDetect subscription software intended to enhance the ability of county to screen applicants for its hiring process. [24 - 343](#)

Attachments: [Addendum, Converus, Inc](#)

A motion was made by Vice Chairman Malm, seconded by Commissioner Thompson, that this agenda item be approved. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

- 21.** Consideration of four separate agreements between Laramie County, WY, and AVI PC, Inberg-Miller Engineers, Jones Land Surveying, Inc, and Trihydro Corp to provide engineering and surveying services.

24 - 353

Attachments: [Agreement, AVI PC](#)
[Agreement, Inberg-Miller Engineers](#)
[Agreement, Jones Land Surveying, Inc](#)
[Agreement, Trihydro Corp](#)

A motion was made by Vice Chairman Malm, seconded by Commissioner Holmes, that this agenda item be approved. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

Commissioner Malm announced he had a conflict of interest with agenda item #22.

- 22.** Consideration of the second amendment to the agreement (231003-30) between Laramie County, WY, and Voss Family Limited Partnership in the amount of \$5,500,000 for the purchase and sale of real estate at 2020 Carey Ave.

24 - 349

Attachments: [Second Amendment, Voss Family Limited Partnership](#)

Chairman Lovett opened the meeting for PUBLIC COMMENT. Hearing no PUBLIC COMMENT, Chairman Lovett closed the comment period.

A motion was made by Commissioner Thompson, seconded by Commissioner Holmes, that this agenda item be approved.

Commissioner Thompson said he had received a couple of phone calls about the purchase of the building. He said that both courthouses are full. He noted the county is obligated to house the judicial system. Commissioner Thompson spoke about the need for expansion in the future and that building new space at the Archer Complex would cost 10 times or more than the building in question.

Commissioner Thompson stressed the county's stance on not competing with the private sector, particularly in terms of leasing space in the building at market value if it is leased out in the future.

Commissioner Thompson emphasized the county's proactive approach, noting that the purchase of the building would help reduce the chance of additional absentee owners and distressed properties in the downtown core.

Commissioner Holmes discussed the purchase of the building and noted that the county would not subsidize rental rates. He said the county's building is full, and with the growing community, there will be a demand for expanded services. He noted that the county has done its due diligence by hiring consultants to perform inspections and make the county aware of any potential problems with the building.

Commissioners Holmes and Heath reiterated the county's unwavering commitment to maintaining offices in the downtown area and ensuring the community's continued access to essential services.

The motion carried by the following vote:

Aye: Lovett, Heath, Holmes, Thompson

Recused: Malm

Appointments

Items #23 and #24 were consolidated into one motion.

- 23.** Consideration of a resolution appointing a member to the Eastern Laramie County Solid Waste Disposal District for a three-year term, expiring June 30, 2027. [24 - 345](#)

Attachments: [Eastern Laramie Co Solid Waste Disposal Dist Appointment](#)

A motion was made by Vice Chairman Malm, seconded by Commissioner Thompson, to appoint Lowell Klassy. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

- 24.** Consideration of a resolution appointing a member to the Eastern Laramie County Solid Waste Disposal District for a three-year term, expiring June 30, 2027. [24 - 346](#)

Attachments: [Eastern Laramie Co Solid Waste Disposal Dist Appointment](#)

A motion was made by Vice Chairman Malm, seconded by Commissioner Thompson, to appoint Jeremiah Johnson. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

- 25.** Consideration of a resolution appointing Ericka Smith to the Laramie County Community Juvenile Services Joint Powers Board for a three-year term, expiring June 30, 2027. [24 - 350](#)

Attachments: [Community Juvenile Services JPB Appointment, Ericka Smith](#)

A motion was made by Commissioner Holmes, seconded by Commissioner Thompson, to reappoint Ericka Smith. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

Land Use: Variances/Board App./Plats

- 26.** PUBLIC HEARING regarding an administrative plat for Tract 1, Church of Christ Subdivision, 1st Filing, and a zone change from AR - Agricultural Residential to MU - Mixed Use for Tract 2, Church of Christ Subdivision, 1st Filing and Tract 2, Church of Christ, 2nd Filing, Laramie County, WY. [24 - 348](#)

Attachments: [Church of Christ Subdivision, 2nd Filing, Administrative Plat and Zone Change](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, on behalf of Cheyenne Church of Christ and Airport Parkway Church of Christ, submitted zone change and administrative plat applications. He said the administrative plat is for Tract 1, Church of Christ Subdivision, 1st Filing, situated in a portion of the SE1/4 of Sect 19, T14N, R65W of the 6th PM, Laramie County, WY. Arnold said the subject property lies at 4707 Allan Rd, and the 17.19-acre parcel will be divided into two tracts, to be known as Church of Christ Subdivision, 2nd Filing. He said Tract 1 will be an 11.92-acre tract, including the existing church, and Tract 2 will have 5.25 acres of vacant land to sell. Arnold said the zone change for Tract 2, Church of Christ Subdivision, 1st Filing, and Tract 2, Church of Christ Subdivision, 2nd Filing is to change the zone district from AR - Agricultural Residential to a MU - Mixed Use zone district to accommodate commercial uses on the two tracts.

Arnold said based on evidence provided, staff recommends approval of the administrative plat and zone change with the adoption of findings of fact a, b and c.

Chairman Lovett opened the hearing for PUBLIC COMMENT. James Schick, Clint Taylor and Bill Eckrich, residents, expressed concerns about the zone change. Comments were about maintaining a rural lifestyle and a residential neighborhood, and the lack of information on commercial uses.

Commissioner Thompson spoke about a condition for any site plans to come back to the board to give residents the ability to make comments on any uses for the property.

Hearing no further PUBLIC COMMENT, Chairman Lovett closed the hearing.

A motion was made by Vice Chairman Malm, seconded by Commissioner

Thompson, to approve the zone change for Tract 2, Church of Christ Subdivision, 1st Filing, and Tract 2, Church of Christ Subdivision, 2nd Filing, with no conditions and adopt the findings of fact a and c of the staff report.

A motion was made by Vice Chairman Malm, seconded by Commissioner Thompson, to amend the motion to add a condition that a site plan be approved by the Laramie County Board of County Commissioners prior to any zone change. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

The motion as amended carried by the following vote:

Aye: Lovett, Malm, Holmes

Nay: Heath, Thompson

A motion was made by Vice Chairman Malm, seconded by Commissioner Thompson, to approve the administrative plat for the Church of Christ Subdivision, 2nd Filing, located in a portion of the SE1/4 of Sect 19, T14N, R65W of the 6th PM, Laramie County, with no conditions and adopt the finding of fact b of the staff report. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

- 27. PUBLIC HEARING** regarding a zone change from A2 - Agricultural to AR - Agricultural Residential and subdivision permit and plat for Mesa Tracts, 5th Filing, located at Tract 11, Mesa Tracts, Laramie County, WY.

[24 - 356](#)

Attachments: [Mesa Tracts, 5th Filing, Zone Change and Subdivision Permit and Plat](#)

Justin Arnold, Planning, said Steil Surveying Services, LLC, on behalf of The Ramona Niland Trust, submitted a subdivision permit and plat application for Mesa Tracts, 5th Filing. He said the intent is to subdivide one sixteen-and-a-half (16.55) acre tract into three tracts of approximately five-and-a-half (5.45) acres each. Arnold said the property is located at 8420 E Pershing Blvd, approximately 1/4 of a mile east of Christensen Rd, and the land is within the A2 - Agricultural zone district. He said that since the new density would violate the requirements of the A2 zone district, the applicant also asked to rezone the property to AR - Agricultural Residential.

Arnold said based on evidence provided, staff recommends approval of the zone change and the subdivision permit and plat with the adoption of findings of fact a, b

and c.

Chairman Lovett opened the hearing for PUBLIC COMMENT. Seth Lloyd, the city of Cheyenne Planning, recommended an easement to extend Mesa Trail.

Hearing no further PUBLIC COMMENT, Chairman Lovett closed the hearing.

A motion was made by Commissioner Thompson, seconded by Commissioner Holmes, to approve the zone change and subdivision permit and plat for Mesa Tracts, 5th Filing, and to adopt the findings of fact a, b, and c of the staff report. The motion carried by the following vote:

Aye: Lovett, Malm, Heath, Holmes, Thompson

28. Discussion on fire restrictions for Laramie County.

[24 - 351](#)

Matt Butler, Fire Warden, gave an overview of his communication with the fire district chiefs. He noted only Fire District #10 is requesting fire restrictions.

A motion was made by Vice Chairman Malm, seconded by Commissioner Thompson, to adopt stage one fire restrictions for the area within Laramie County Fire District #10.

Aye: Lovett, Malm, Heath, Holmes, Thompson

Butler gave a list of firework safety precautions to help prevent fires.

The meeting adjourned at 4:37 pm.

Reasonable Accommodations

This information is available in alternate forms. If reasonable accommodations are required, contact Laramie County Human Resources at (307) 633-4355 or humanresources@laramiecountywy.gov at least two business days prior to the meeting. Per WS §18-3-516(f), access to county information can be obtained at laramiecountywy.gov.